ASSIGNMENT:

1.a) Collecting information or data is just one part of the process of monitoring and evaluation.

What is meant by data analysis?

Data analysis is a process of inspecting, cleaning, transforming, and modeling data with the goal of highlighting useful information, suggesting conclusions and supporting decision making. Data analysis has multiple facts and approaches, encompassing diverse techniques under a variety of names in different fields.

Data analysis is a process with several phases.

1. Data cleaning - data is inspected and erroneous data are corrected
2. Initial data analysis - quality of data & -quality of measurements
3. Initial transformations
4. Characteristics of data sample
5. Final analysis
6. State any three uses of monitoring and evaluation results.

Ensure the most effective and efficient uses of resources like funds and human resources that are engaged to implement the project and the available funds allocated for the project how it is utilized.

Determine the extent to which the program/project is on track and to make any needed corrections accordingly

Evaluate the extent to which the program/project is having or has had the desired impact

It asks simple question “are we making a difference”?

Remember- every project is geared towards making a different!

1. Describe any seven factors that may lead to project failure.

Project failure is a situation where projects did not accomplished its stated objectives, goals and targets at a given time frame.

The following are the reasons why projects fails.

Under estimation of budgets for the planned activities, if funds allocated for a particular project implementation s under estimated then project may not reach to completion and eventually fails.

Lack of skilled personal like managers to give directions on how the project should run.

Poor expenditure, money that is meant for the project activities if spent to a wrong codes may cause negative impact on the project activities for example the utilization of funds for staff salaries yet it is meant for project implementation.

Complicated log frames, if log frames is not well designed it becomes complicated and follow up on how the project will be implemented then it can confuse the project implementers.

Natural calamities, such as floods, earth quarks and others can affect the implementation of a given project since such natural calamities doesn't enable the project implementers un able to access the project sites hence leading to lack of completion of the project activities.

Political instability, political differences that may arise from government officials may lead to eruption of war in such a country for example in my country South Sudan especially in 2016 when war started in the capital Juba many projects that were on their implementation stages all failed due to the crisis in the country.

Late release of funds for the implementation of the project by the higher management levels makes the project team unable to complete the planned activities for the completion of the project.

Un intended project goal, sometimes projects failed because it failed to accomplished the planned goal instead meets a different goals n due cause of implementation and this is commonly when need assessment is not done before the project kick off hence the needs of the beneficiaries is not met since they are not involved during the project planning.

2.Identify any six parts of a monitoring and evaluation report

Monitoring and evaluation reports comprises of the following.

Title, this stipulates the purpose of the monitoring, location of the monitoring, project name and the time frame for monitoring and evaluation.

The methodology used during the monitoring and evaluation process, either surveys, questionnaires, focus group discussion, etc.

Findings of the monitoring and evaluation is also indicated in the report to stipulates clearly the success, failure and challenges faced or identified during the monitoring exercise.

Recommendations, the report includes the recommendations for the smooth running of the project and this is normally obtained during the monitoring when gaps are identified and there commendations helps project implementers to make necessary adjustments during the project implementation.

The reports also indicate the personnel who carried the monitoring and their positions held in either the organization or consultancy organizations.

3.Why is feedback an important component of project monitoring and evaluation?

Feedback is any information provided to an organization by beneficiaries and others that allows progress to be assessed and timely corrections to be made. Feedback can be positive or negative.

Feedback is information or suggestions. It may not be specific and response may not be necessary.

Most importantly, feedback is NOT based on a standard set of rules for most organizations.

The following are the reasons why feedback is important.

They’re inevitable: Every agency that works with people will receive complaints and feedback. That fact cannot be avoided. It has to be managed and seen as a positive way to improve. Setting simple procedures that give beneficiaries safe access to voicing complaints or feedback on areas relevant and within the control of the organization will improve various responses.

It’s about accountability: People we work with have a right to complain about, and receive a response for decisions or actions that affect them. In doing so, the community holds the organization accountable for actions and decisions. This is an important principal of what we do.

There are benefits to be gained: Good complaints management is an integral part of quality programming. It will show the community that we consult, listen, inform and respond. In this way we gain community trust and acceptance.

Gives respect, dignity and empowers beneficiaries

Restores trust and confidence and promotes a culture of transparency and accountability

Alerts the organization to problems and enable decisions to be rectified quickly and efficiently thus managing risk

Prevent complaints from escalating to a situation that can lead to adverse outcomes

Better use of resources, feedback enables organizations to allocate available resources carefully among the communities they served leading to better use of available resources.

Reduce stress on staff as they are aware of how to resolve problems

Protect staff in a sense that when the organization staff has negative impact on the community then such a staff will either be transferred after settlement of the case.

Improves the quality of Program this enables the organization to adjust in areas that need improvements and in doing so the quality of services rendered to the community will improve.

Feedback can be received through complaints and these are what not to be done during receiving complaints.

Become defensive, Argue with the person, Be dismissive, Blame others, Make assumptions without knowing the facts, Make promises you can’t keep, Ignoring the problems

the below are what to be done during receiving complaints.

Listen, Empathize with the person, Repeat that you understand the situation, Take details of the incident, Let them know timeline for feedback, Inform Manager